CALIFORNIA CASE MANAGEMENT SYSTEM CERTIFICATION (2002)
SMALL CLAIMS

#	Case Event	Task(s)	Expected Outcome		Function
1	**CASE INITIATION** 06/04/01				
	Plaintiff's claim filed in San Francisco County Superior Court, South Branch.	Initiate a new case with minimal information	Display case record with minimal information entered	1.2.8	A. Allow cases to be initiated with minimal information.
	Operator enters new case with minimal information.	Case Name: Johnson vs. Jenkins			
		Case Type: Out of county claim	Display jurisdiction	1.2.1	Track jurisdiction
		Date of filing: 06/04/01	Display date of filing.	1.3.7	Track date of filing.
		Court location: Superior Court of San Francisco, South Branch	Display geographic location	1.2.2	Track geographic location information.
		Assign Case to Judge Jane Smith in Dept. 01	Display courtroom and judge information	1.2.5	A. Enable assignment of a case to a a. Judge; b. Courtroom; c. Judge and Courtroom.
		Schedule first court event	Display that the Small Claims hearing was automatically scheduled for 06/27/01 in Dept. 01.	1.2.6	A. Automatically schedule the first court event or confirm requested date avoiding weekend or holiday conflicts.
	Operator collects filing fees.	Generate/enter case number	Display case number	1.2.3	A. Generate/enter a case number according to an administrator-definable format.

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		Calculate and distribute fees of $20, in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850.	Display fees.	1.4.2	Calculate in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
			Display distributed fee amount	1.4.3	Distribute across fund accounts in accordance with State Controller's Guidelines, Penal Code Section 1463, and California Rules of Court, Rule 850: A. Fees.
	Plaintiff pays $10.00 in cash and $10.00 by check.	Enter payment and payment type information.	Display payment methods.	1.4.11	Record any payment method and multiple payment types for each transaction, including cash, check, credit/debit/ATM card, and advance deposit.
		Generate receipt with Unique receipt ID number; Case number; Amount collected; Date; and Court location of payment Balance/Change due to payee; Payment type.	Display receipt.	1.4.13	Generate a receipt showing: A. Unique receipt ID number; B. Case number, if applicable; C. Amount collected; D. Date; E. Court location of payment; F. Balance/Change due to payee; G. Payment type.
		Retrieve the parties whose fees have been paid	Display party whose fees have been paid	1.4.8	Track parties whose fees have been: A. Paid.

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				1.4.5	Track: A. Fees;
2	**UPDATING CASE** 06/04/01 Operator retrieves incomplete case information and updates case.	Retrieve incomplete case	Display warning that case is incomplete.	1.2.10	A. Warn when cases are incomplete. B. Track incomplete cases.
		Enter new party information Plaintiff 1: Jack Johnson Jr. AKA John Buford-Johnson Address: 9876 Adams Blvd. San Francisco, CA 94104 Phone: (415) 444-8877 FAX: (415) 444-9900 Email: jj1945@yahoo.com 2nd Address Address: 4038 Crane St. San Francisco, CA 94104 Phone: (415) 444-8866 FAX: (415) 444-9922 Email: none	Demonstrate the entry of the required case information to complete the case. Display first, last, middle names and suffixes.	1.2.9 2.3.1	Allow cases to be updated with additional information. A. Provide discrete fields for: a. First name; b. Last name; c. Middle name; d. Suffix (i.e., Sr., Jr., III); B. Enable data entry of: a. Hyphenated names, b. Aliases (AKAs), c. Doing business as (DBAs) d. Pro pers, e. Corporate names,
		Defendant 1: Jenny Jenkins DBA Jenkins Party Supplies Address: 1342 Samson St. San Francisco, CA 94104 Phone: (415) 444-6543 FAX: (415) 444-0298 Email: jjenkins@aol.com Bus. Add:7934 Baker St. San Francisco, CA 94104 Defendant 2: Mark Jenkins	Display multiple addresses	2.3.3	Enable data entry of multiple addresses for a party.

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		DBA Jenkins Party Supplies Address: 1342 Samson St. San Francisco, CA 94104 Phone: (415) 444-6543 FAX: (415) 444-0298 Email: mjenkins@aol.com Bus. Add: 7934 Baker St. San Francisco, CA 94104			
	Plaintiff 1 needs an ADA/ASL interpreter for the hearing impaired. Operator selects Martha Haywood, the ADA/ASL interpreter, who also requires a wheel chair.	Enter flag and description of special needs.	Display flag and description of special needs.	4.1.6	A. Allow operator to set an indicator or flag and the description of special need, for a party that requires: a. An interpreter; b. Accommodation for persons with disabilities; c. Other special needs.
		Retrieve flags.	Display flags on calendars and courtroom screens.		B. Allow for the flags to be displayed on: a. Calendars for court staff only (not for the public); b. User-defined (e.g., courtroom) screens.
	Operator enters an erroneous case number. Operator does not have authority to change case number. Supervisor has the authority and changes case number	Enter erroneous case number. Override warning and correct case number.	Display warning that the entered number was erroneous.	1.2.4	A. Include a mechanism for correcting erroneously assigned case numbers with a warning to prevent errors and duplicate case numbers.
		Retrieve audit trail on case number overrides.	Display the audit trail.		B. Maintain an audit trail on case number overrides.
3	**SCHEDULING** 06/05/01 Plaintiff requests that the hearing be continued.	Schedule hearing for 07/04/01 in Dept. 01.	Display warning of holiday date	1.2.6	C. Warn of holiday and weekend conflicts.

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	Operator attempts to change the hearing to holiday 07/04/01 in Dept. 01.				
	Operator schedules hearing for 07/09/01 in Dept. 01 with Judge Jane Smith. But Dept. 01 has a preset limit of 3 cases and is full.	Schedule hearing for 07/09/01 in Dept. 01 with Judge Jane Smith.	Display preset limit and warning of over scheduling.	4.1.1	A. Allow scheduling of hearings based on: a. Resource availability of: 1. Judge; 2. Courtroom; 3. Judge and Courtroom; b. Preset limits. B. Warn of over scheduling.
	Operator does not have security level to override preset limit. Supervisor who has the security level overrides it and sets the hearing for 07/09/01	Override preset limit and schedule hearing.	Demonstrate preset limit override capabilities.		C. Allow an operator with the appropriate security level to manually override preset limits.
4	**FILING** 06/11/01				
	Proof of Service Filed. Operator files Proof of Service for Defendants 1 and 2 with the service date entered as 06/05/01.	Enter Proof of Service information and associate the filing with both defendants.	Display the ability to associate the filing with both defendants.	1.3.2	Associate the filing of a single document with multiple parties.
		Enter party status	Display "served" party status	2.3.8	Track party status.
5	**REVERSE ERRORS** 06/11/01				
	Operator enters 06/05/01 as the Proof of Service date instead of 06/06/01. Supervisor with appropriate security level reverses the error to reflect the correct service date of 6-6-01.	Enter correct Proof of Service date and reverse error.	Display that the system allows an operator with an appropriate security level to reverse errors.	2.2.6	Allow an operator with the appropriate security level to: D. Reverse errors.

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6	**MULTIPLE ROLES OR RELATIONSHIPS** 06/21/01				
	Defendants Claim filed by Jamie Jenkins DBA Jenkins Party Supplies erroneously sued as Jenny Jenkins DBA Jenkins Party Supplies.	Enter Party Information Plaintiff 1: Jamie Jenkins DBA Jenkins Party Supplies	Display multiple cross complaints involving existing and newly named parties.	2.1.1	Track multiple cross complaints involving existing and newly named parties.
		Defendant 1: Jack Johnson Jr. Defendant 2: Kira Johnson Address: 9876 Adams Blvd. San Francisco, CA 94104 Phone: (415) 444-8877 FAX: (415) 444-9900 Email: none	Display the assignment of more than one role to a party on a case	2.3.5	Allow multiple roles or relationships to be defined and assigned to parties in a case.
			Display that the system will use the existing party information rather than re-entering party information for each complaint	2.3.2	Allow an operator to identify and link an existing party record rather than re-entering party information for each case or complaint.
	Defendants Jamie Jenkins, Claim Filed with application and order for full waiver of fees	Enter fee waiver information.	Display waived fees	1.3.5	Record fee waiver requests.
		Retrieve waiver status for parties.	Display waiver status for parties	1.3.6	Track full or partial fee waivers for each filing of each associated party.
			Display that the system tracks the parties whose fees have been waived.	1.4.8	Track parties whose fees have been: B. Waived.
7	**TRUST DEPOSITS**				

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	06/21/01 Request for court reporter filed by Jamie Jenkins. Jenkins deposits $336 for a full day's fee.	Enter reporter fee deposit information.	Display reporter fee deposit information.	1.4.1	A. Track attorneys' fees (e.g., Clerk's Judgment) as well as jury, reporter, electronic recording, and witness fees.
8	**MISCELLANEOUS** 06/25/01 Proof of Service Filed on the defendants claim as to Jack and Kira Johnson.	Enter Proof of Service information.	NO OUTCOME EXPECTED		
9	**TRACK CASE** 07/09/01 Track the file to Courtroom clerk in Dept. 01	Enter track information	Display track information	6.1.1	Track case file: A. Location; B. Possession (name of person who has it).
10	**COURTROOM EVENT** 07/09/01 Small Claims Hearing held. Parties present: Judge: Jane Smith Clerk: Joan Mitchell Reporter: Marshall Peterson Interpreter: Martha Haywood Parties present: Jack Johnson, Kira Johnson, Jaime Jenkins	Generate minute order form. Enter the appearances of Judicial officers; Clerks; Reporters; Interpreter; Attorneys; Parties. Enter or retrieve reporter information: Marshall Peterson,	Display minute order form. Display the appearances of Judicial officers; Clerks; Reporters; Interpreter; Attorneys; Parties. Display reporter information.	4.4.2 5.1.1 5.1.2	Generate minute order form. Track the appearances of: A. Judicial officers; B. Clerks; C. Reporters; D. Interpreter; E. Attorneys; F. Parties. Track reporter information: A. Name; B. Business address;

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		Suite 200, 470 4th St. San Rafael, CA 94023, Certified Shorthand Reporter License Number 037539			C. Certified Shorthand Reporter license number.
	Plaintiffs Jack and Kira Johnson exhibits 1-3 are identified with physical description, marked, admitted, recorded and stored. 1. 6"x4" color photograph of Jamie and Kira Jenkins; 2. 10"x14" black and white photograph of floor at Johnson's house with guests, on 03/31/01, the day of the party; 3. Receipt dated 03/15/01 for payment from Jenkins Party Supplies.	Enter the following: Plaintiffs' exhibits 1-3 are identified with physical description, marked, and admitted. Exhibits 1-3 are later recorded and stored.	Display exhibit list information.	6.2.1	Track on exhibit lists, exhibits that are: A. Identified with physical description; B. Marked; C. Returned; D. Received (Admitted/Entered) or Refused; E. Recorded; F. Stored.
		Enter the following: Unique Exhibit ID (generated by application or entered by court staff): Case Number: Party: Plaintiffs Attorneys: None Exhibit type: Photograph Exhibit Description: 6"x4" color photograph of Jamie and Kira Jenkins, printed at A1 Express Photo Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson Unique Exhibit ID (generated by application or entered by court staff): Case Number:	Display exhibit information.	6.2.2	Track relative data elements for: A. Unique Exhibit identifier, B. Case Number, C. Party, D. Attorney, (Alpha-numeric) F. Exhibit type, G. Exhibit description, and H. Location, I. Name of person holding exhibit.

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		Party: Plaintiffs Attorneys: None Exhibit type: Photograph Exhibit Description: 10"x14" black and white photograph of floor at Johnson's house with guests, on 03/31/01, the day of the party, printed at A1 Express Photo Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson Unique Exhibit ID (generated by application or entered by court staff): Case Number: Party: Plaintiffs Attorneys: None Exhibit type: Document Exhibit Description: Receipt dated 03/15/01 for payment from Jenkins Party Supplies Location: Exhibit Room, 4th floor, Person holding the exhibit: Exhibit Store Manager, Peter Clarkson			
	Judgment entered on the Plaintiffs Claim and Defendants Claim in favor of Jack and Kira Johnson against Jaime Jenkins DBA	Enter Default judgment against Mark Jenkins DBA Jenkins Party Supplies	Display future scheduled hearings and outstanding fund balances if any.	5.1.4	Before closing the case the application should identify: A. Future scheduled hearings; B. Outstanding fund

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	Jenkins Party Supplies in the amount of $2,000. Defendant requests and court agrees that payments can be made in installments. First payment of $1000 and the balance in 5 monthly payments of $200.				balances.
	Operator enters tape #SFS9876.01 for the audio recording of the hearing	Enter information required to be in compliance with Rule of Court 980.5 for audio recording of courtroom procedures.	Display audio recording information.	5.1.7	Enable compliance with Rule of Court 980.5 for audio recording of courtroom procedures.
	Operator refunds $168.00 to Jamie Jenkins because the trial only lasts half a day	Retrieve outstanding balance information.	Display outstanding balance.	7.1.1	B. Track trust fund moneys until they are distributed.
		Generate Notice of Entry of Judgment.	Display the Notice of Entry of Judgment	5.1.6	Generate Judgments.
11	**MISCELLANEOUS** 07/16/01 Mark Jenkins calls court to obtain a date for a Motion to Vacate Judgment. Operator reviews the calendar for Dept 01 for the month of August to see which dates and times are available.	Retrieve schedules by department and by judicial officers.	Display schedules by department and by judicial officers.	4.2.2	A. Allow operators to view schedules by departments in the following formats: a. Daily; b. Weekly; c. Monthly. B. Allow operators to view schedules by judicial officers in the following formats: a. Daily; b. Weekly; c. Monthly.

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		Retrieve calendar for the month of August	Display calendar with scheduled and available time slots.	4.2.1	Display calendar information, including scheduled and available time slots for each day.
12	**JUDGE RECUSAL** 07/16/01 Judge Jane Smith recuses herself from the case because of a potential conflict of interest. Over the weekend she meets her psychotherapist, Lisa Samuelson who mentions that she had started dating Jaime Jenkins last week.	Enter the recusal of Judge Smith and the reason for recusal	Display the recusal and reason for the recusal	4.1.5	A. Track a judicial officer's recusal in a case, and reason for recusal.
13	**MISCELLANEOUS** 07/19/01 Motion to Vacate Judgment Filed by Mark Jenkins DBA Jenkins Party Supplies and Jaime Jenkins DBA Jenkins Party Supplies. Operator collects a check for $14.00 from Mark Jenkins and processes the motion fee.	Enter Motion to Vacate Judgment filed	Display association of the motion and the hearing with both parties filing the motion	1.3.1	Associate the filing of a single event to multiple parties.
	Operator tries to schedule the motion hearing for 08/16/01 with Judge Jane Smith in Dept. 01	Schedule motion for 08/16/01 with Judge Jane Smith in Dept. 01	Display warning that the judicial officer recused herself.	4.1.5	B. Warn operator when an attempt is made to subsequently calendar that case for the same recused judicial officer.
	Operator schedules the	Generate notice of hearing	Display the notice.	4.4.1	A. Generate user-defined

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	motion for 08/16/01 in Dept. 02, and sends notices to appropriate parties.	for parties needing to appear for the motion			notices to appropriate parties and counsel upon: a. Scheduling or rescheduling of a hearing; b. When triggered by related case events. B. Allow users to select case notices by description for the function being executed.
				4.1.3	Allow an operator to generate: A. A notice to appear to selected parties; B. Other user-defined notices to selected parties.
		Generate the Register of Actions	Display the Register of Actions.	2.3.9	Generate Register of Actions.
14	**BAD CHECK, NSF** 08/02/01				
	$14 check from Mark Jenkins returned for non-sufficient funds	Enter bad check payee information.	Display bad check payee status.	7.2.2	A. Track payees of bad checks / dishonored payments.
	Operator reverses the transaction of the $14 motion fee taken 07/19/01.	Reverse the transaction.	Display the transaction reversal		B. Enable operator to: a. Reverse transactions;
	Operator has security level to void transaction of 07/19/01.	Void the transaction.	Display the voided transaction.	7.2.6	Allow an operator with the appropriate security level to void transactions without deleting them.
	Operator sends notice to	Generate notice to payor	Display notice to payor.	7.2.2	d. Generate notices to payee.

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	payor Mark Jenkins regarding non-sufficient funds. Using the criteria for timing of within one day of a voided transaction, operator selects and sends notice to party Mark Jenkins stating that the motion-fee transaction has been voided.	regarding non-sufficient funds. Generate notice to party using criteria for timing.	Display the criteria for timing and selection of the notice.	1.4.6	Accommodate criteria for the timing and selection of specific notice for: A. Fees
15	**BAD CHECK, NSF CONTD.** 08/06/01 Mark Jenkins comes to the counter to pay the motion fee. Operator adds NSF fee of $10 to motion fee of $14. Jenkins pays with a check for $24. As the check is not acceptable Jenkins pays $24 in cash. Operator reapplies payment.	Enter payee information. Add NSF fees and reapply payment.	Display payee status. Display addition of NSF fees and reapplication of payment.	1.4.12 7.2.2	Alert the operator of payees with 'bad check / dishonored payment' status. B. Enable operator to: b. Add NSF fees; c. Reapply payments.
16	**MISCELLANEOUS** 08/16/01 Motion to Vacate Judgment denied by court.	Enter ruling: Motion to Vacate Denied Generate Notice of Entry of Judgment	NO OUTCOME EXPECTED.		
17	**UNTIMELY FILING** 09/20/01 Notice of Appeal of Motion to Vacate Judgment filed by attorney Kenny Collins for	Enter the Notice of Appeal information.	Display that the time for filing an Appeal has passed.	1.3.8	Identify and warn the operator when a document is not filed timely.

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	Jaime Jenkins DBA Jenkins Party Supplies. Operator attempts to enter the Notice of Appeal, but is warned of untimely filing.				
18	**SUSPENDED CASE** 08/20/01 Notice of Appeal of Motion to Vacate Judgment filed by attorney for Jaime Jenkins DBA Jenkins Party Supplies. Set Trial De Novo for 9-4-01 in Dept. 03.	Enter Notice of Appeal information.	Display that the system removes the case from the court's control, i.e., suspended.	2.2.9	A. Track cases that are: a. Suspended;
19	**SUSPENDED CASE CONTD** 08/27/01 Jack Johnson tries to have a writ of execution issued by court.	Attempt to enter writ.	Display warning.	2.2.9	B. Generate a warning when activity on a suspended case is attempted.
20	**RESTORED CASE** 08/28/01 Attorney Kenny Collins withdraws the Notice of Appeal of Motion to Vacate Judgment.	Enter the withdrawal of Notice of Appeal information.	Display that the case has been restored to the court's control.	2.2.9	A. Track cases that are: b. Restored.
21	**PAYMENT** 08/28/01 Attorney Kenny Collins pays $1000, the first payment of the total judgment amount.	Enter first payment information and prorate across fund accounts.	Display payment information and prorated amounts across fund accounts.	1.4.7	A. Automatically accept partial payments and prorate them across fund accounts.

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	Attorney Collins requests installment information and operator retrieves it.	Retrieve next payment information and date for installment payments.	Display next payment information and date for installment payments.		B. Show next payment amount and date for installment payments.
	Collins decides to pay $100 of the first installment.	Enter first installment payment information and automatically rebalance the amounts or payment schedules.	Display first installment payment information and the automatically rebalanced amounts or payment schedules.		C. Allow an operator to adjust an allocation and automatically rebalance the amounts or payment schedules.